

17 July 1973

MEMORANDUM FOR: The Record

SUBJECT : Health Education Program

The Health Education Program of the Clinical Division/OMS will continue to provide educational material and medical recommendations related to health and illness for Agency employees.

The Medical Newsletter will be published on a quarterly basis and will be distributed to Agency employees, including overseas personnel and retired employees, as is currently being accomplished.

Present plans also include periodic health discussions and medical presentations to employees in an auditorium setting, by members of the OMS staff as well as their consultants. Question and answer periods will be a part of most sessions and visual aids such as movies or slides will be used when meaningful and appropriate. The frequency of these meetings will depend in part on employee interest and response.

An effort will be made to construct educational medical exhibits of such quality to make them appropriate not only for presentation to the employee population but also to medical professional groups.

Assistance from the members of all professional staffs and divisions within the OMS will be sought in carrying out this program.

STATINTL



BC/CH

## HEALTH EDUCATION PROGRAM

1. A Health Education Program for all employees has been developed to provide information about risk factors and hazards relating to health and contributing to premature death or disability.

2. A Medical Newsletter is published on a quarterly basis and presents articles on health, physical fitness, and personal well-being. Periodic health discussions and medical presentations to employees in group settings will be conducted by members of the OMS staff and their consultants. Movies, slide reviews, and displays will be utilized when appropriate. The program intends to assist employees to remain effective in their work and to be, feel, and look fit.

SENDER WILL CHECK CLASS		ACTION TOP AND BOTTOM	
UNCLASSIFIED	CONFIDENTIAL	SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	D/MS	18 JUL 1973	<i>[Signature]</i>
2	EXO	19 JUL 73	<i>[Signature]</i>
3	DD/MS (Info)		
4			
5	File (a record of objection)		
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b> <p>Dr. Litzger,</p> <p>Attached is memo you requested as well as suggested change in Health Education Program announcement.</p> <p><i>[Signature]</i></p> <p>as per conversation <i>[Signature]</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
DC/CD			18 JUL 1973